

The following are additional examples showing inter-relationships between the ICQ, overhead and financial documents.

Overhead Account	Overhead Amount	General Ledger	Tax Return	Comments	ICQ
Auto Expense	51,000	65,000	65,000	Please explain the 14,000 difference between the G/L, tax return and overhead	<p>Appendix B-12 Question H.4. Classification of Cost Items.</p> <p>Your firm answered N/A for vehicle, therefore vehicle costs should not be included in the overhead</p>
Admin Travel	14,595	16,315	16,315	<p>Please list the type of activities included in this costs. If the costs are associated with a project(s), those costs must be removed.</p> <p>Please explain the 1,720 difference between the G/L, tax return and overhead schedule.</p>	<p>Appendix B-12 Question H.4. Classification of Cost Items.</p> <p>Your firm answered Travel and Subsistence is treated as a <u>direct expense</u> therefore, the cost should not be included in the overhead.</p> <ul style="list-style-type: none"> <li>Please revise the ICQ to show how Travel and Subsistence costs are managed by the firm</li> </ul>
Telephone	7,645	11,843	11,843	Please explain the 4,198 difference between the G/L , tax return and overhead schedule	<p>Appendix B-12 Question H.4. Classification of Cost Items.</p> <p>Your firm answered N/A for telephone; therefore, telephone costs should not be included in the overhead.</p> <p>Appendix B-13 Questions H.10. Telephone Costs</p> <p>The firm answered that telephone costs are treated as a <u>direct expense</u>.</p> <ul style="list-style-type: none"> <li>Please revise the ICQ to show how telephone costs are managed by the firm</li> </ul>